pm central™

FREE UPCOMING TRAINING

**Any Questions contact
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**Registration
Deadlines:**

**Sept. Classes – 9/17
Oct. Classes – 9/24**

QuickStart: PM Central Set-up
- September 25, 8-Noon
- 13B Training Room, Mitchell Building

This training provides hands-on experience in setting up the infrastructure for your PM Central site while introducing you to PM Central features and to the MS Project add-in. You will learn how the Project, Program, & Portfolio management in PM Central can fit your individual business needs.

Recom. Audience: people in charge of setting up and/or managing the infrastructure of PM Central
Pre-requisites: knowledge of basic SharePoint skills such as creating a lists and libraries
Course Outline

Manage Your Projects in PM Central
- September 26, 1-5pm
- 13B Training Room, Mitchell Building

This training is for anyone who wants to manage their project in PM Central. You will learn how PM Central can help manage resources, project schedule, improve communication in the project, track change requests, and manage issues and risks.

Recom. Audience: anyone who is managing or will manage a project
Pre-requisites: knowledge of basic SharePoint skills such as creating lists, libraries, and adding web parts
Course Outline

PM Central Task Master
- October 2, 9-11am
- 13B Training Room, Mitchell Building

This training focuses on managing a schedule in PM Central Task Master. You will learn to connect with MS Project, manage tasks and resources, and mine the data available in the schedule.

Recom. Audience: anyone who wants to manage a schedule in PM Central Task Master
Pre-requisites: basic computer skills
Course Outline

Manage Your Office in PM Central
- October 3, 1-5pm
- 13B Training Room, Mitchell Building

This training is for anyone who wants to manage their office in PM Central. You will learn how PM Central can help manage resources, office schedule, and improve communications in the office.

Recom. Audience: anyone who managing or will manage an office
Pre-requisites: knowledge of basic SharePoint skills such as creating lists, libraries, and adding web parts
Course Outline